STATE OF NORTH DAKOTA

BILLING INTERFACE MANUAL

PEOPLESOFT
VERSION 8.4

State of North Dakota

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Disclaimer

Written by MAXIMUS, ERP Solutions Division, March 204.

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Signing into PeopleSoft

- Enter your unique User ID and Password.

- Click Sign In .
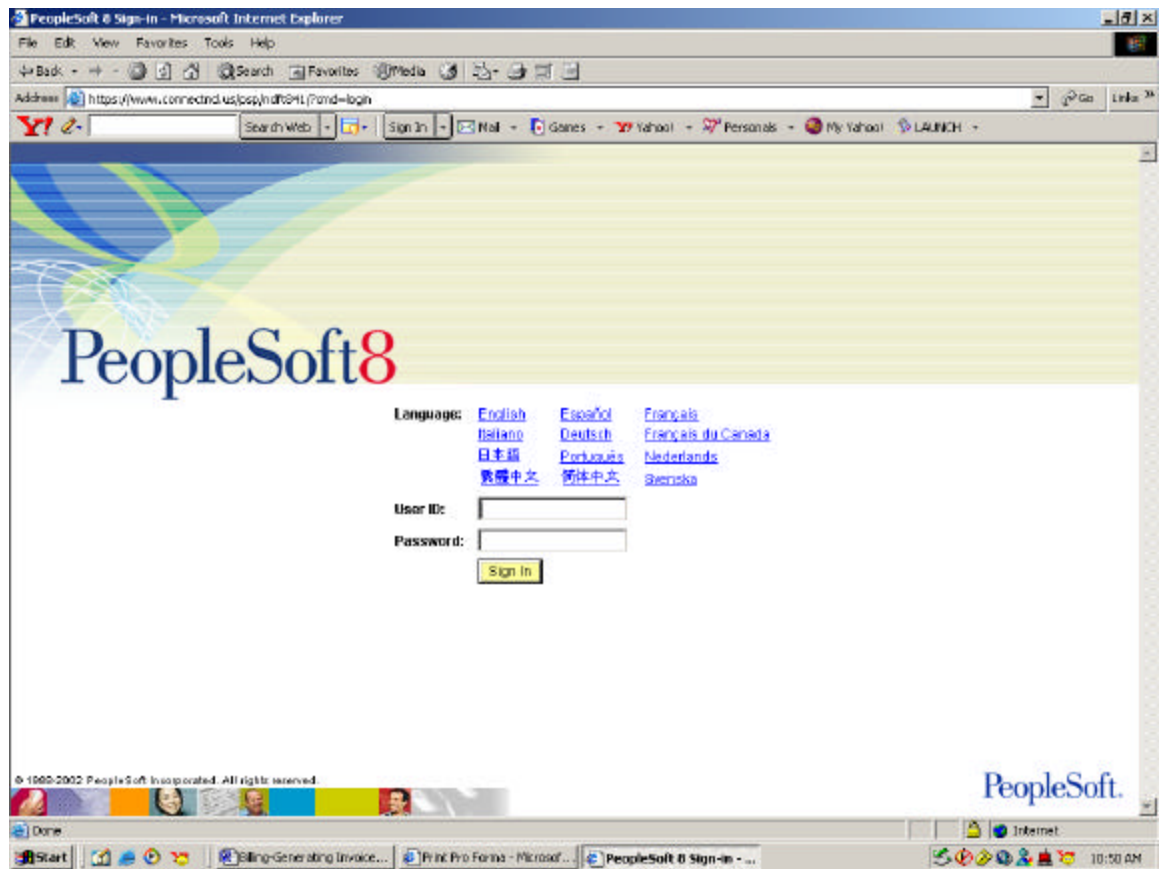
Effective Dates within PeopleSoft

- EFFECTIVE DATES are very important in PeopleSoft. When you enter information, it is important that you effective date it with either the date that you entered the information, or a future/past date that the information became active. Therefore, if a customer has an address change effective the end of the current month. You can bring up the customer and ADD a new row using the + icon. It is important that you do not just change the current information in the system. This will lead to processing problems down the line since the information within the database is linked to each other. The proper way to add or change information is to add a new row and effective

date it with the proper information. In our example above, you would effective date the new address with the date for the end of the month (when the move is to occur). PeopleSoft will choose which information to use based on the effective date that is the closed to the current date (not including future dates).

- INACTIVATING information within PeopleSoft also works with Effective Dates. If you wanted to inactivate a piece of information, you would bring up the customer and ADD a new row using the ➕ icon. It is important that you do not just change the current status to INACTIVE in the system. This will lead to processing problems down the line since the information within the database is linked to each other. The proper way to Inactivate information is to add a new row and effective date. Change the new row's status to INACTIVE. In our example above, if you wanted to inactivate the old address, you would add to new lines to the existing customer information. The first new line would be used with the effective date at the end of the month (the day before the move) and change the status to INACTIVE. The second new line would have the effective date of the next day, a status of ACTIVE and a new address. This way you retain history and processing does not have inactive information tied to it.

- CORRECTION MODE should not be used to change information. The proper way to change information is by adding a new row with a new effective date.

- RUN CONTROLS: It is important that you set up unique Run Controls for each different process that you will be running. If at any time your process fails over and over again, your Run Control could have become corrupted. At that time, create a new Run Control and rerun the process. Sometimes this will work. If not, contact your IT support person for help.

PeopleSoft Icons to Remember

- **Search** : Will do a search based on searching criteria and bring up valid values.
- **Clear** : Will clear the search dialog page of any values so that you can re-enter information.
- 🔍: Will bring up a list of valid values.
- 📅: Will bring up a calendar that you can use to specify a date.
- ▼: Click on the drop down box to see a list of valid values that you can choose from.
- Hyperlink: Click on the hyperlink to go to the specified page.
- 💾 Save : Will Save the page.

- **Refresh** : Will refresh the data on the Process Monitor.
- **Process** : Will initiate the process specified.

- **Return to Search**: Will return to the search dialog page.

- **Next in List**: Will show the next entry in the list.

- **Add**: Will add another value.

- **+**: Will add another line.

- **−**: Will delete another line.

- **Totals** Find | View All First 1 of 1 Last
  : Will allow you to view all or selected lines.

- **Select All**: Will select all values in the list.

- **Deselect All**: Will deselect all values in the list.

- **New Window**: Will open a new PeopleSoft Internet page.

- **Run**: Will run the process.

- **Lookup**: Will perform a search based on the searching criteria.

- : Will refresh or build the page.

- : Will create entries.

- : Will delete entries.

NDS Bill Load

The NDS Bill Load process is a custom process in which Billing activity is taken from an external billing system file and uploaded to PeopleSoft Billing staging tables.

Once this process has completed successfully, you will retrieve an Interface ID from the Message Log.

You will use that Interface ID to run the Billing Interface process described further down in this document.
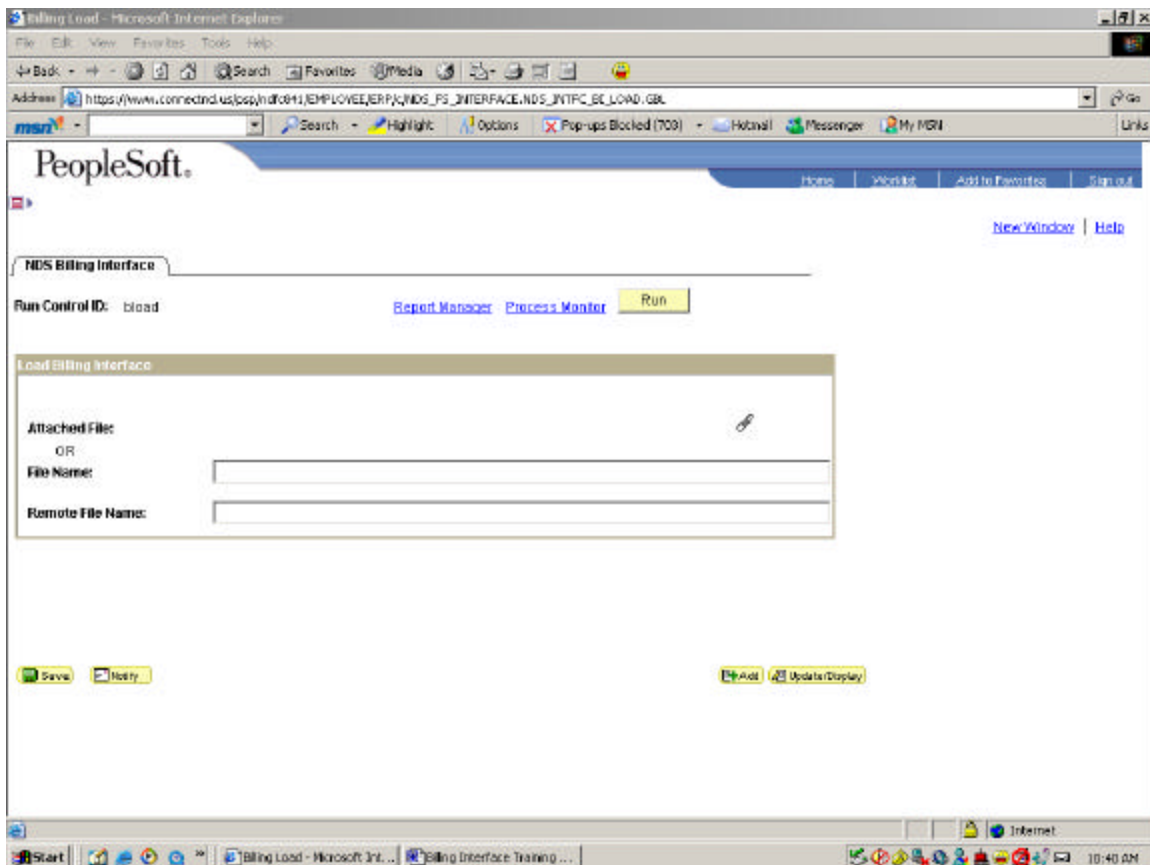
Only after the Billing Interface process has completed successfully will you see your Bills from your Billing system populated in PeopleSoft Billing (Billing > Maintain Bills > Standard Bills).

NDS Utilities & Interfaces > ND State Applications > Billing > Billing Load
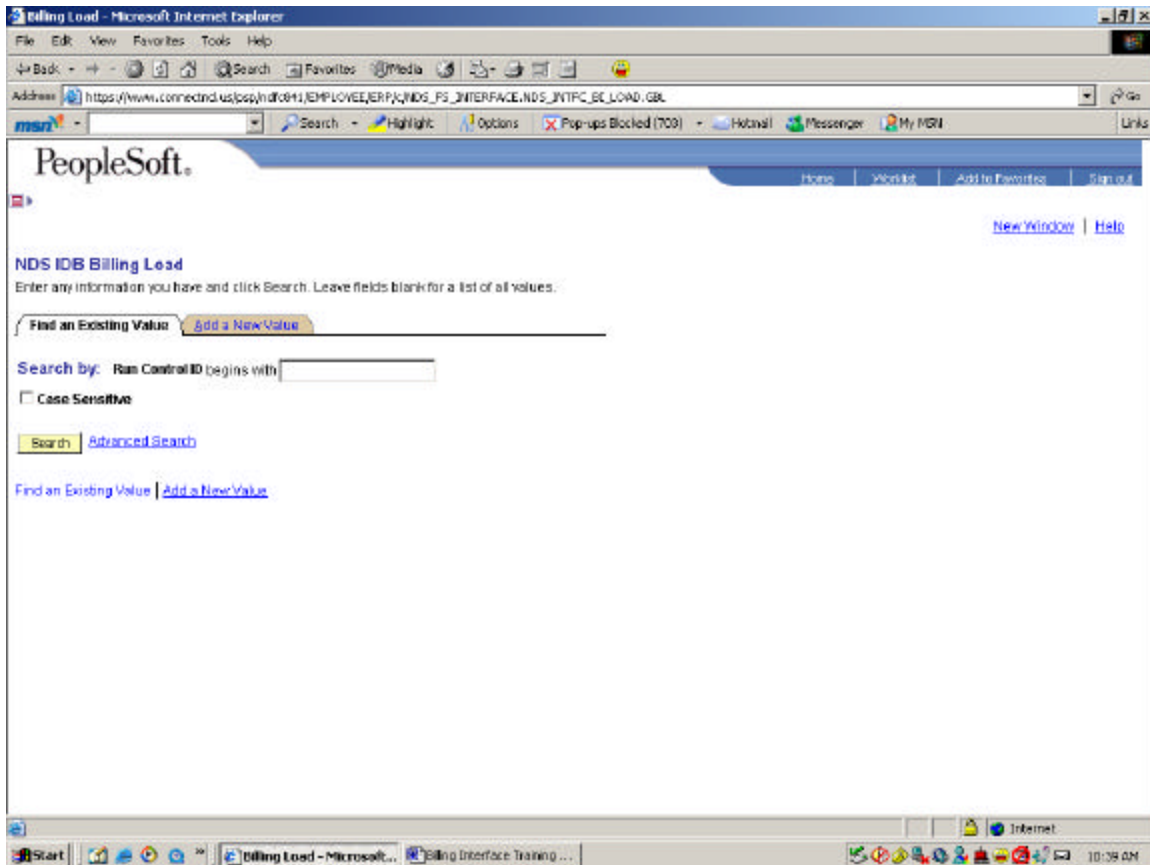
- Create a Run Control or use an existing Run Control.

- Click **Search** to see the list of valid run controls that you have established.

- Click on the 'Add a New Value' tab to add a new run control.

- Either attach the Billing file or contact ITD to setup FTP processing for this load.

- Use the attach icon to attach the Billing file to this run control page .
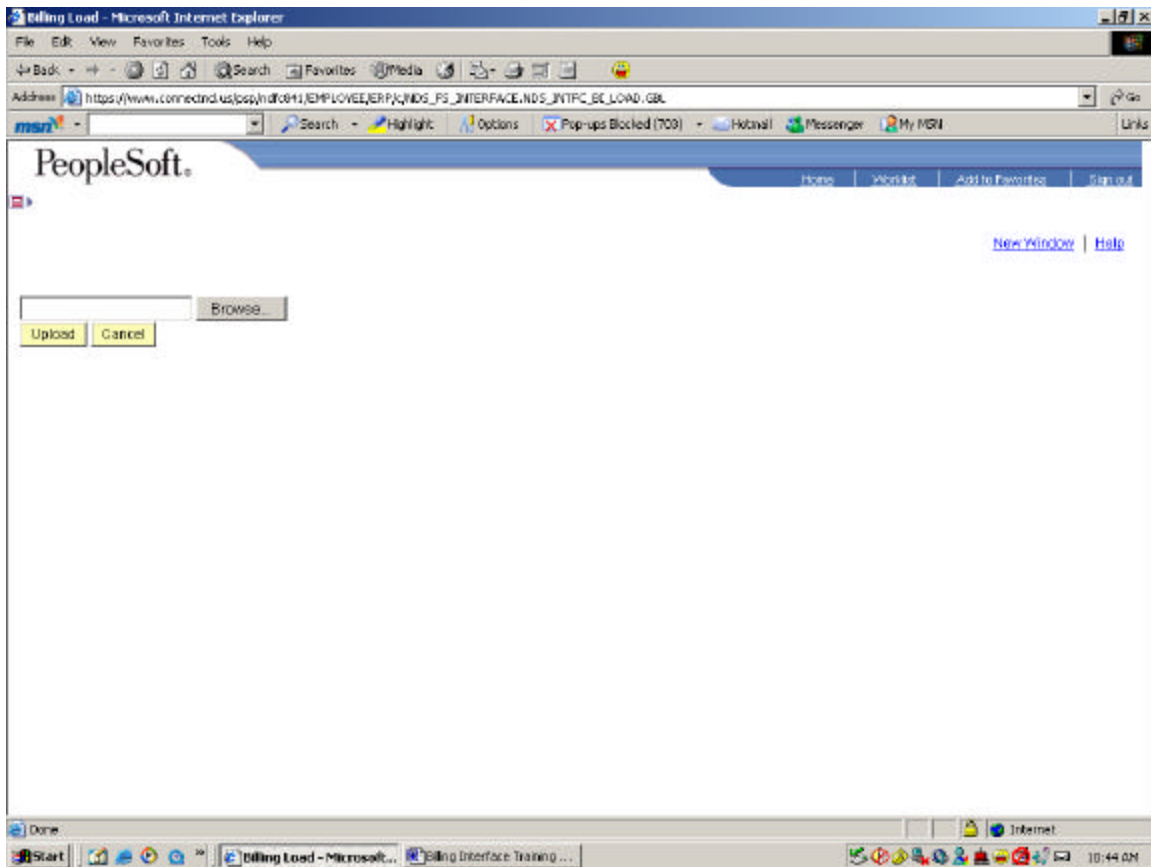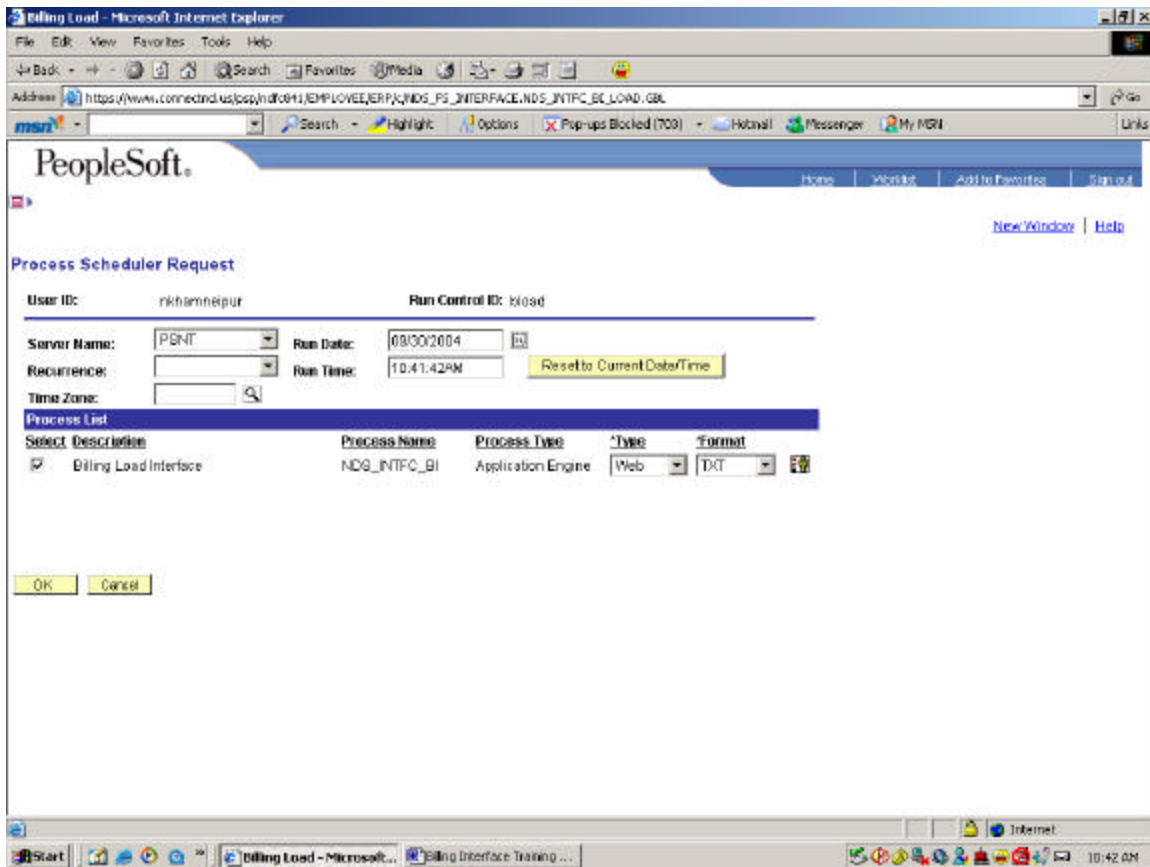
- Browse for the file you would like to upload and select it.
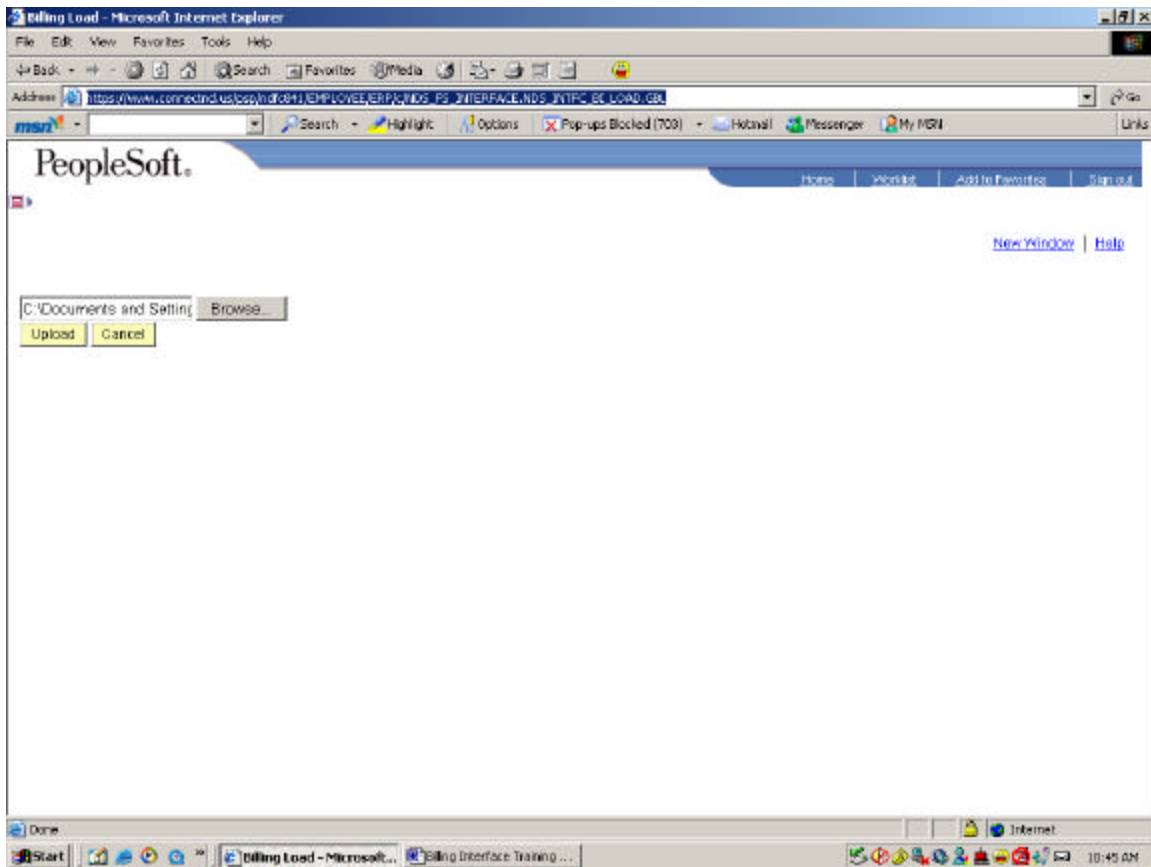
- Click **Upload**.
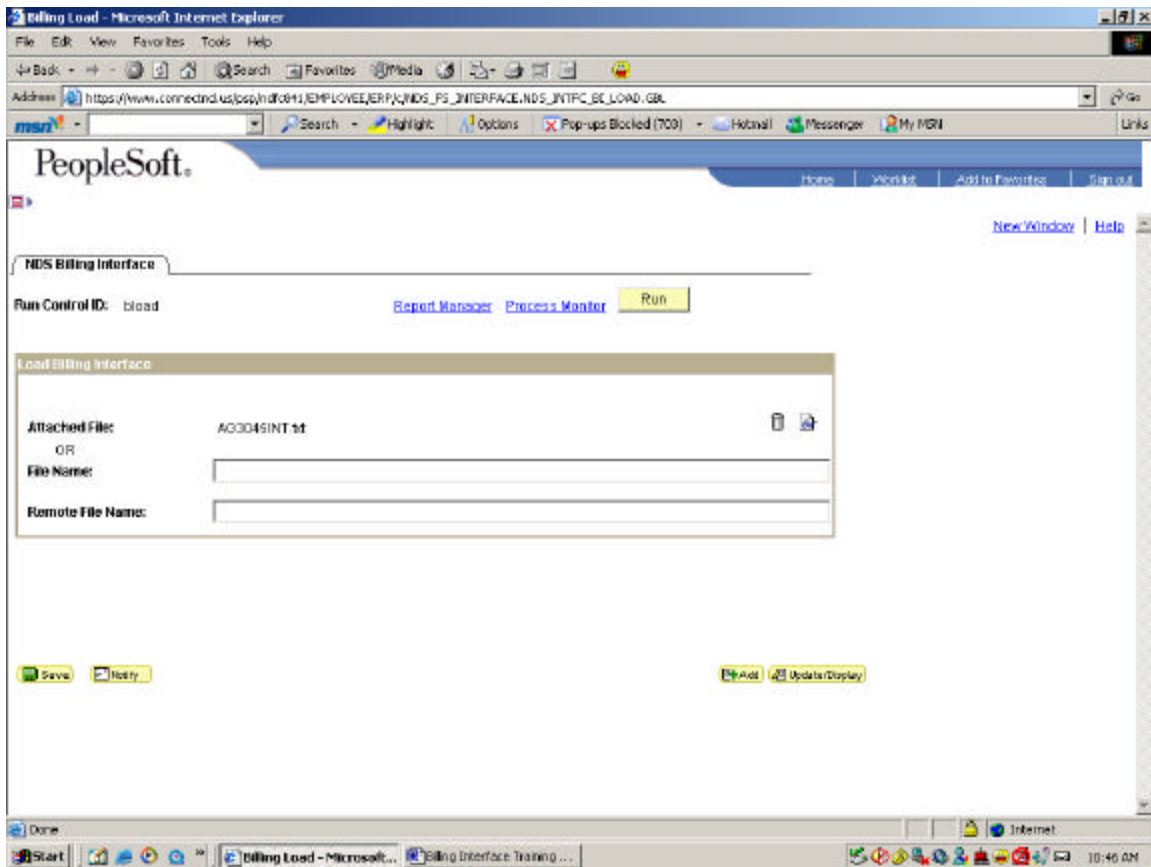
- Click [Run].

- Server: PSNT

- Select 'Billing Load Interface' from the Process List.

- Click [OK].
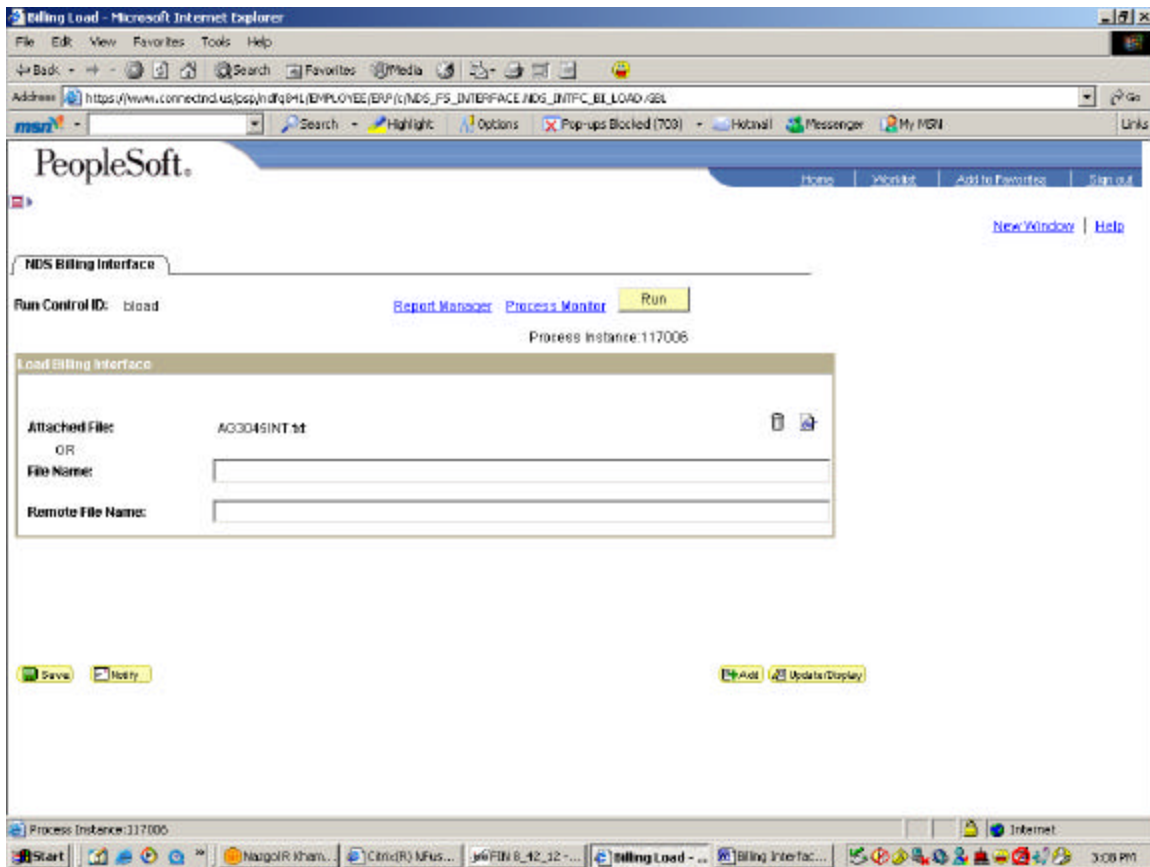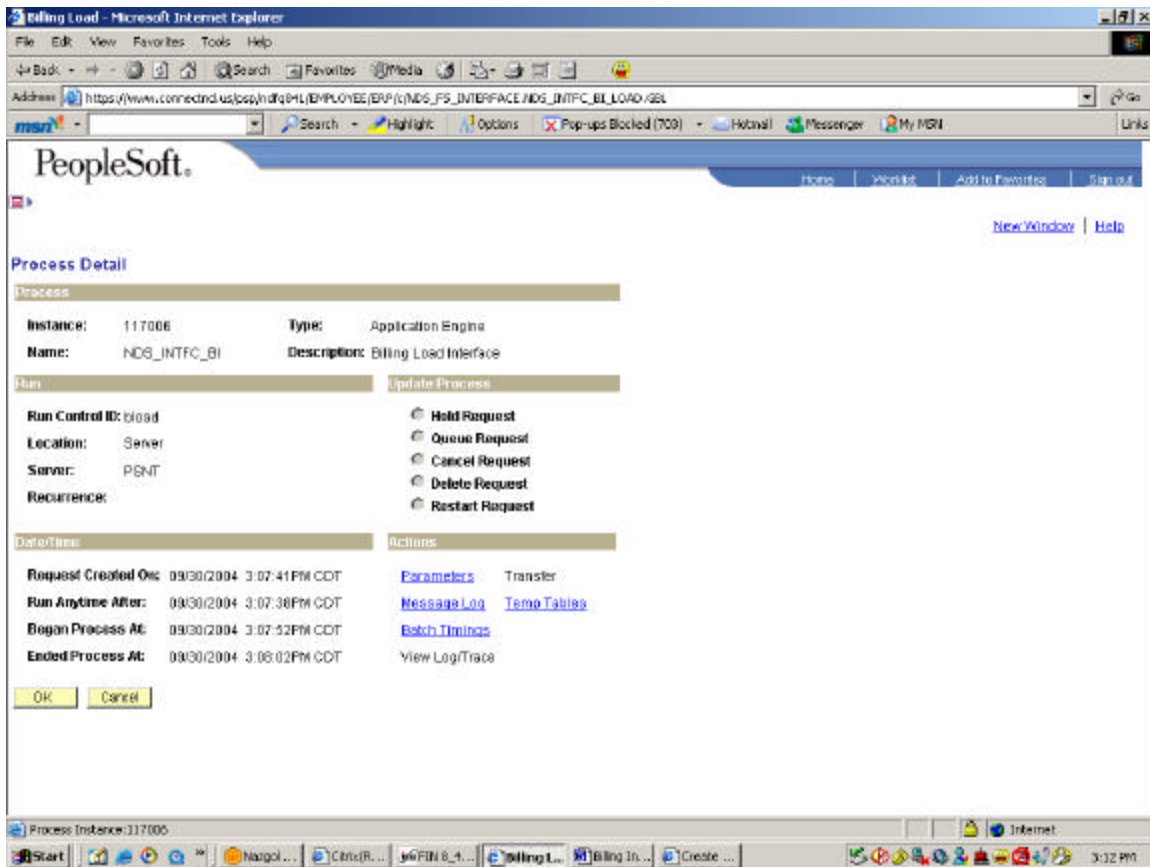
- Note the Process Instance for the process that you just ran.

- Click on the Process Monitor hyperlink to view the status and result of the Billing Interface Process you just ran.

- Click on the Details hyperlink to view the Interface ID to use when running the Billing Interface.

- Click on the Message Log.

NOTE: Please take note of the Interface ID. Use this number when running the Billing Interface. See instructions below.

Billing Interface

PeopleSoft Billing enables you to import billing activity from external systems and a number of internal systems—including PeopleSoft Contracts and Inventory systems—through several tables referred to as the Billing Interface staging area. The structure of the Billing Interface tables differs from the structure of a bill in its final form.

The Billing Interface takes information from the staging tables, edits the data, provides defaults, and groups the data into bills.
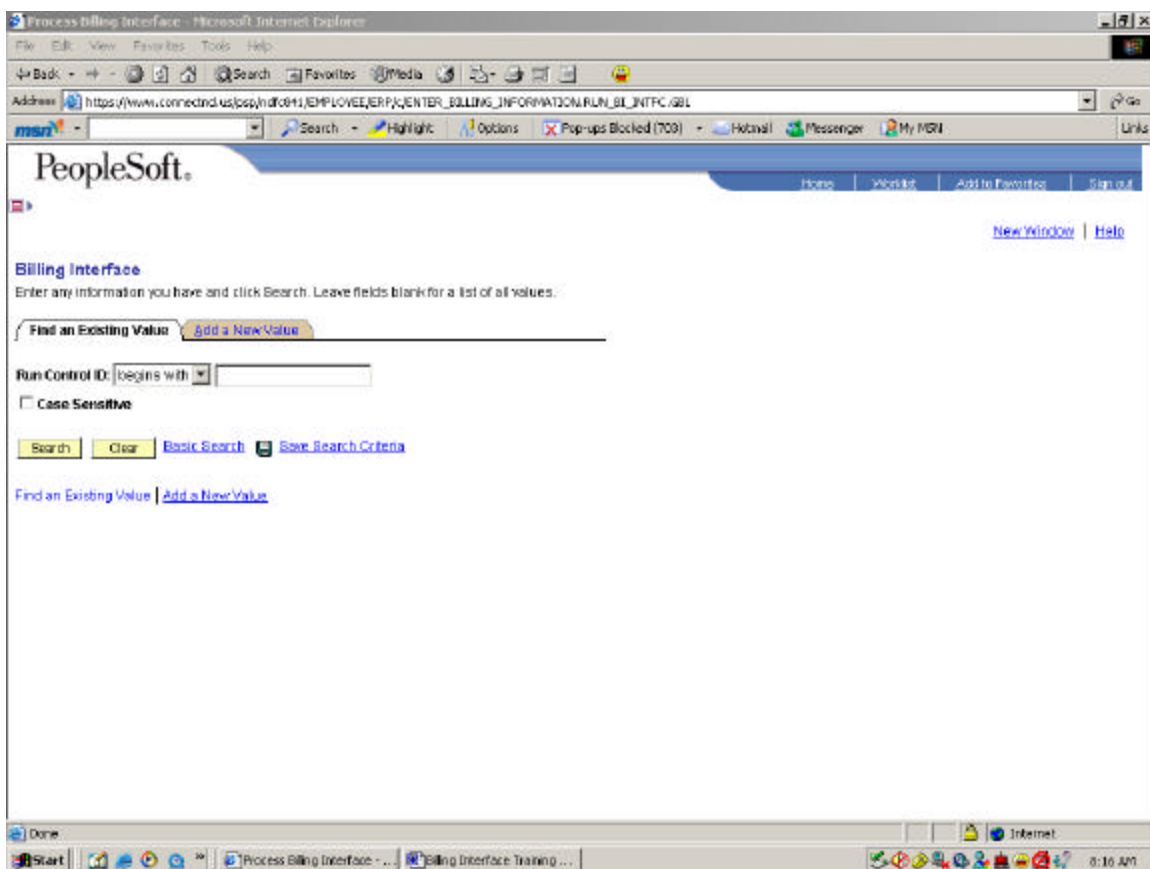
The Billing Interface process performs the following tasks on the data in this staging area:
- Validates the data in the interface staging area, verifying its integrity and compliance with PeopleSoft Billing business rules.
- Defaults data from InterUnit control, customer, bill source, bill type, and Billing business unit.
- Establishes whether to add the Billing Interface activity to an existing bill or to a new bill. (This can be controlled by you or left to the interface to decide.)
- Converts the billing activity in the staging area into a bill structure.

- Processes adjustments.
- Defaults the ChartField data if a distribution code is provided.

NOTE: Higher Ed will use the staging tables & the Billing Interface in conjunction with PeopleSoft Contracts. Several STATE agencies will be pushing billing data from PeopleSoft Inventory to Billing (Central Supply, DOT, DHS, Department of Correction and Highway Patrol). In addition a few STATE agencies will import billing activity from external Billing systems (Attorney General's Office, ITD and PERS).

Billing > Interface Transactions > Process Billing Interface

- Create a Run Control or use an existing Run Control.

- Click Search to see the list of valid run controls that you have established.

- Click on the 'Add a New Value' tab to add a new run control.
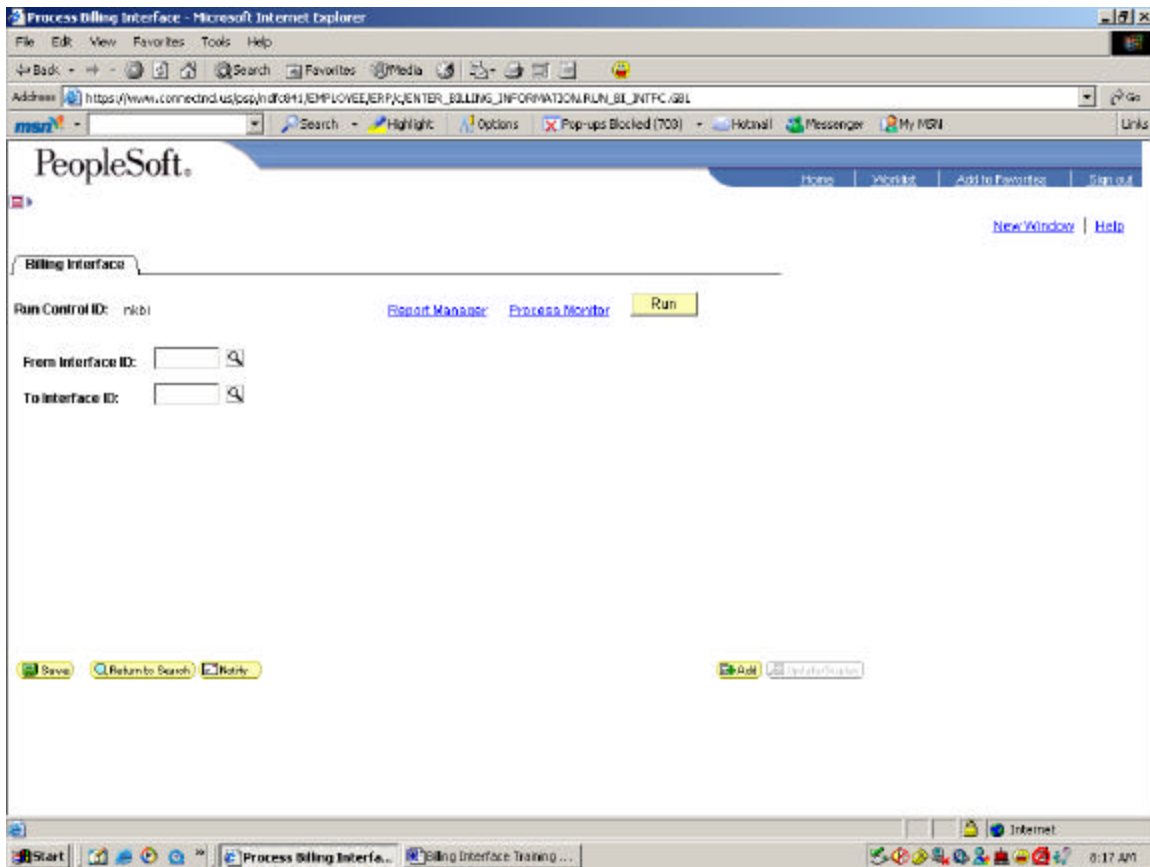
- **From / To Interface ID**: The Interface ID is a unique number for each batch of bill lines assigned by the process that populates the staging area. You will get this number from either the ___ process in Inventory, or the NDS Bill Load Process Message Log. From Interface ID and To Interface ID represent a range of interface identifiers you want to include in the interface process.

NOTE: If interface activity within the interface ID range has been previously processed successfully, it will not be selected for processing again. Therefore, if the transaction was processed successfully in another Billing Interface run, you will NOT see the Interface ID here to choose. It will disappear.
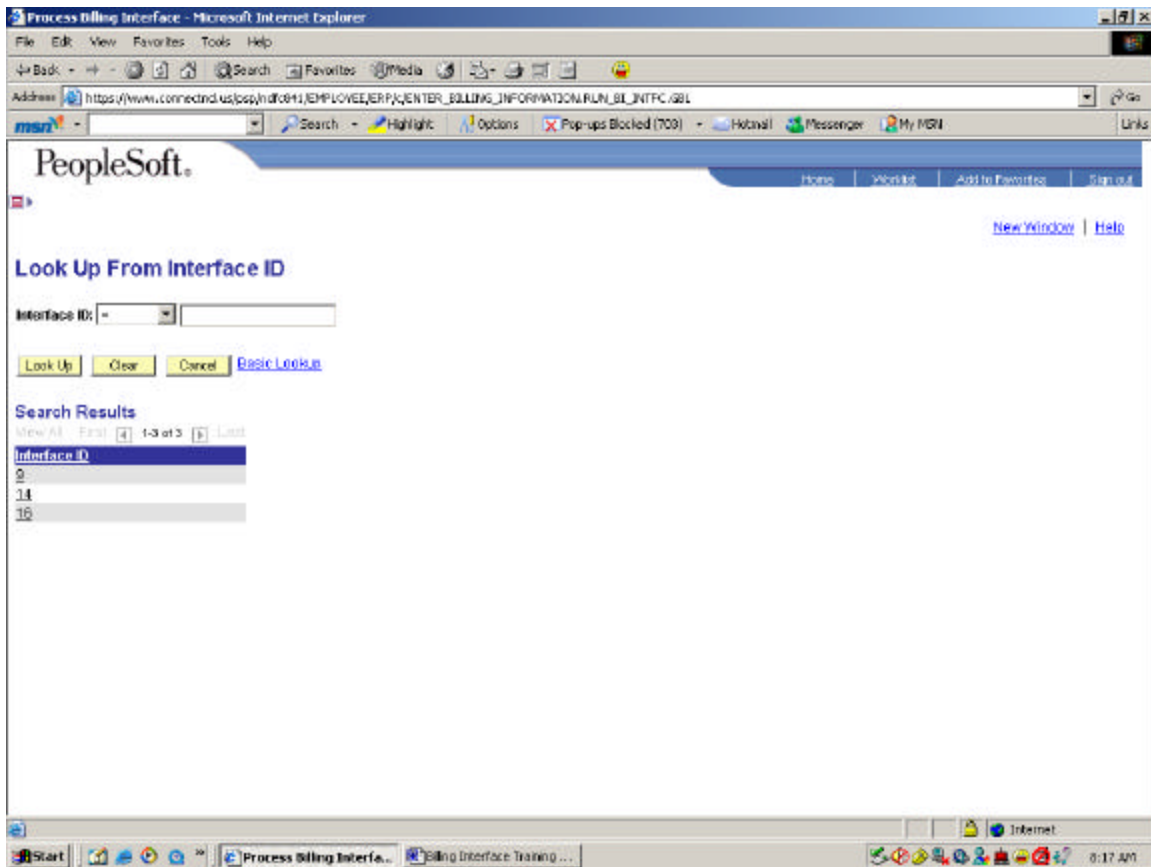
- Select the From / To Interface ID for the transactions you want to process and create bills for in PeopleSoft Billing. Click on the magnifying glass icon to see a list of valid values.

- Click Run.

- Server: PSNT
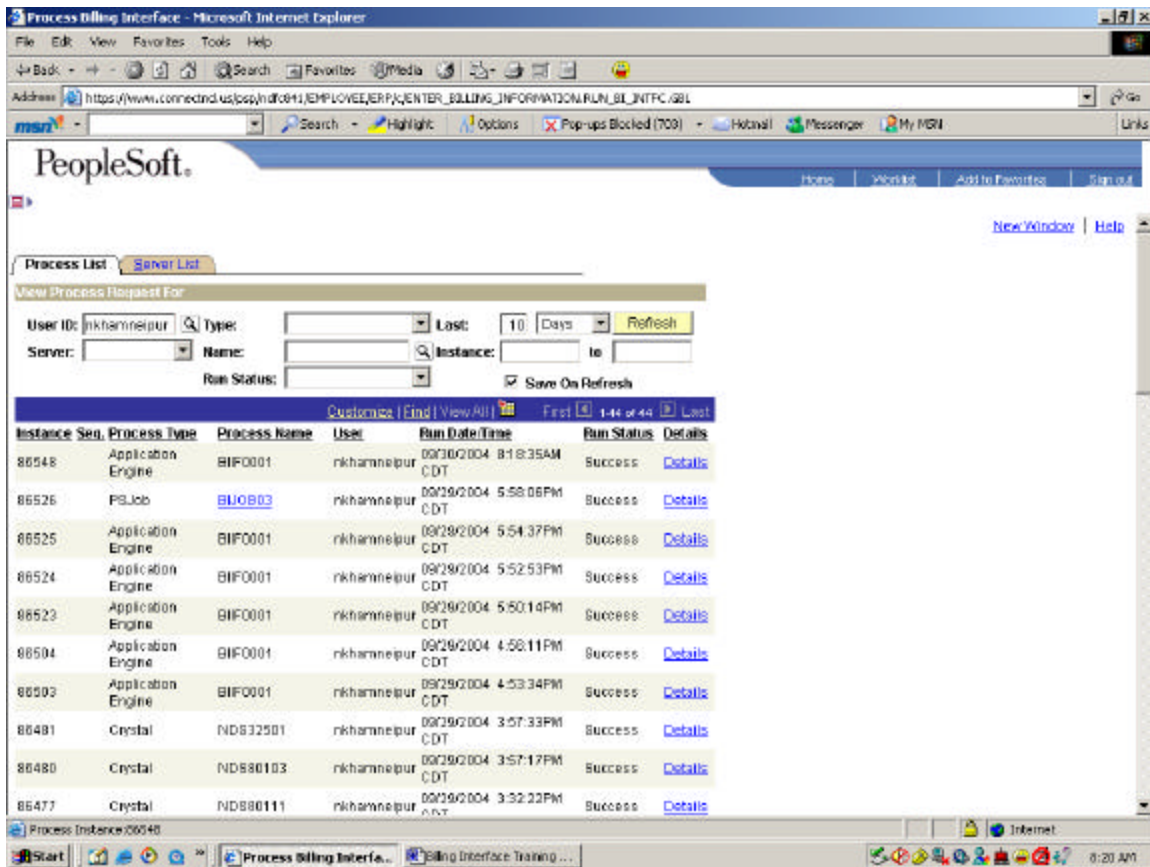

- Select 'Billing Interface' from the Process List.

- Click .

- Note the Process Instance for the process that you just ran.

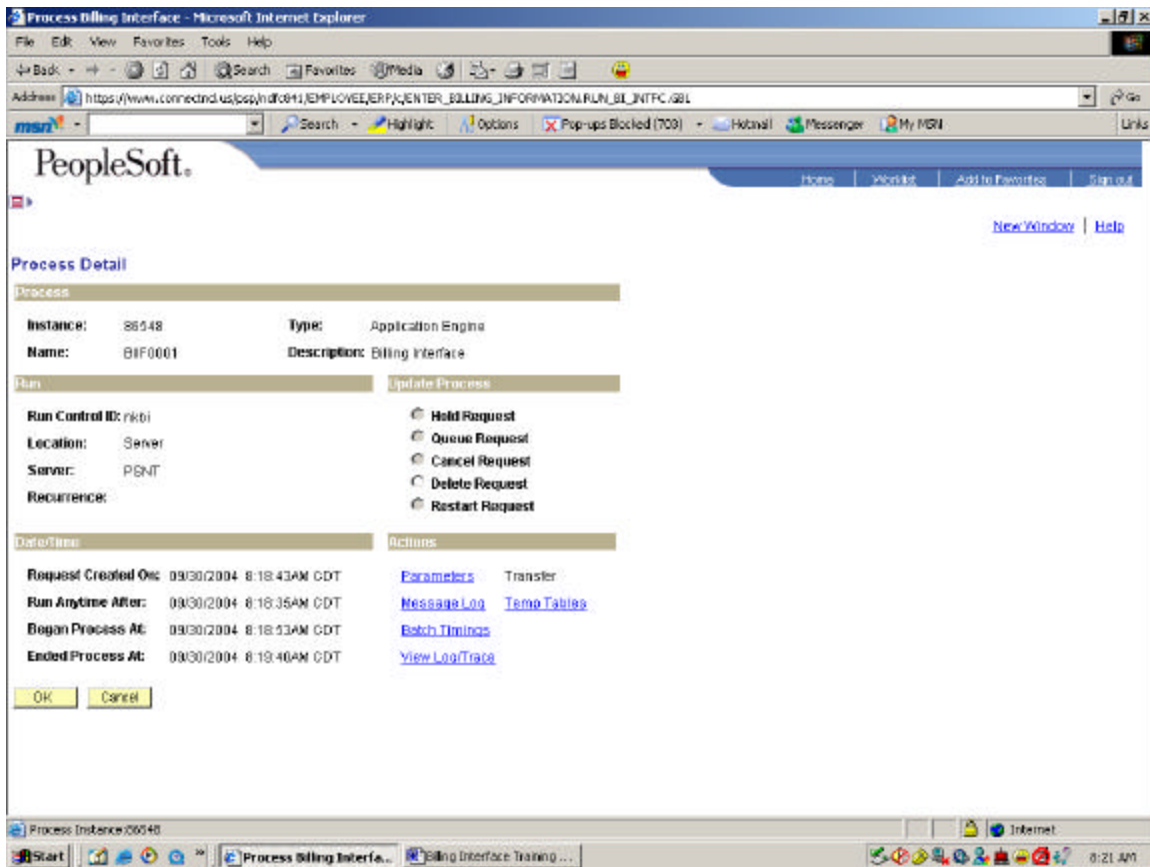- Click on the Process Monitor hyperlink to view the status and result of the Billing Interface Process you just ran.

- Click the Details hyperlink next to the Process Instance for the Billing Interface Process.

- Click the Message Log hyperlink to view the result for Process.

NOTE: The Message Log will tell you how many bills were created in Billing and if there are any transactions in error. If there are transactions in error, the error will need to be fixed and you will need to rerun the Billing Interface to create Bills in PeopleSoft Billing.

Due to a fix in PeopleSoft Inventory that needs to be applied, transactions coming from PeopleSoft Inventory to Billing will always go into error status (until the patch is installed).

- To View and / or update New Bills created through this Billing Interface load, navigate to Billing > Maintain Bills > Standard Billing.

Correct Interface Errors

When transactions fail during the load process into the PeopleSoft Billing system, they are marked with a load status error and an error status number. They remain in the staging area until you correct the error. You correct Billing Interface transaction errors by:

- Displaying the data for interface transactions in error on the **Correct Interface Errors** page and correcting any errors. Interface transactions in error are marked with an error number and a short message.

Billing > Interface Transactions > Correct Interface Errors

Use this page to review interface activity with a status of *ERR*. Make corrections to error fields here.

Billing activity in the interface staging area is always in one of five states:

NEW: The staging area has been populated, but the Billing Interface has not been run to process the activity. A blank load status can also indicate that the activity has not been processed.

ERR: The staging area has been populated and the Billing Interface has been run and has encountered validation errors. For example, an invalid or nonexistent customer number was recorded in the staging area producing an error.

DON: The staging area has been populated and the Billing Interface has successfully loaded the billing activity into a structured bill format. Activity in this state is automatically moved to the archive tables.

RDY: The interface has assigned invoice numbers to the bill header and bill lines.

UPD: The interface is actively processing this billing activity.

- Use the search criteria to view billing transactions that related to you.

NOTE: Again since this table is shared between Higher Ed and multiple STATE agencies, you will see transactions here that might not relate to your Billing.

- Search Criteria Include:
    - Interface ID
    - Business Unit (Billing Business Unit)
    - Customer
    - Bill Source:
        - INV
        - XBILLING
    - Bill Type
        - IDB
        - MSC

- Click **Search** to view the transactions that fit your criteria.

- You will need to fix EACH Interface Line Number and Run the Billing Interface again. Only then will the Billing Staging table be populated.

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NOTE: For transactions from INVENTORY, you will need to go to the PS_INTFC_BI_AEDS tab and populate an expense account. You will then SAVE and reprocess the Billing Interface.

- Click on the PS_INTFC_BI_AEDS tab.
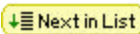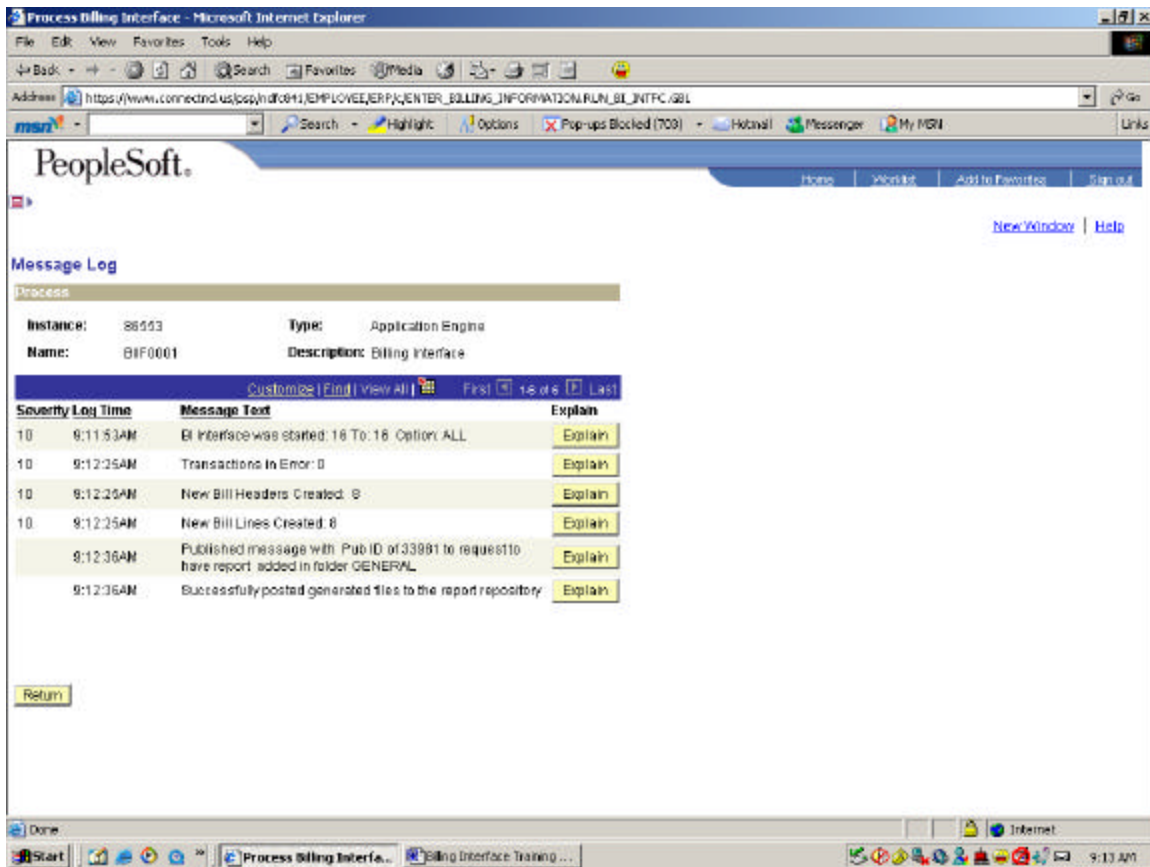
- Scroll over to the ACCOUNT chartfield and populate with a default expense account (632005).

- This expense account will be populated on the AP voucher that is created for the Agency that you are billing. It is a default and is required.
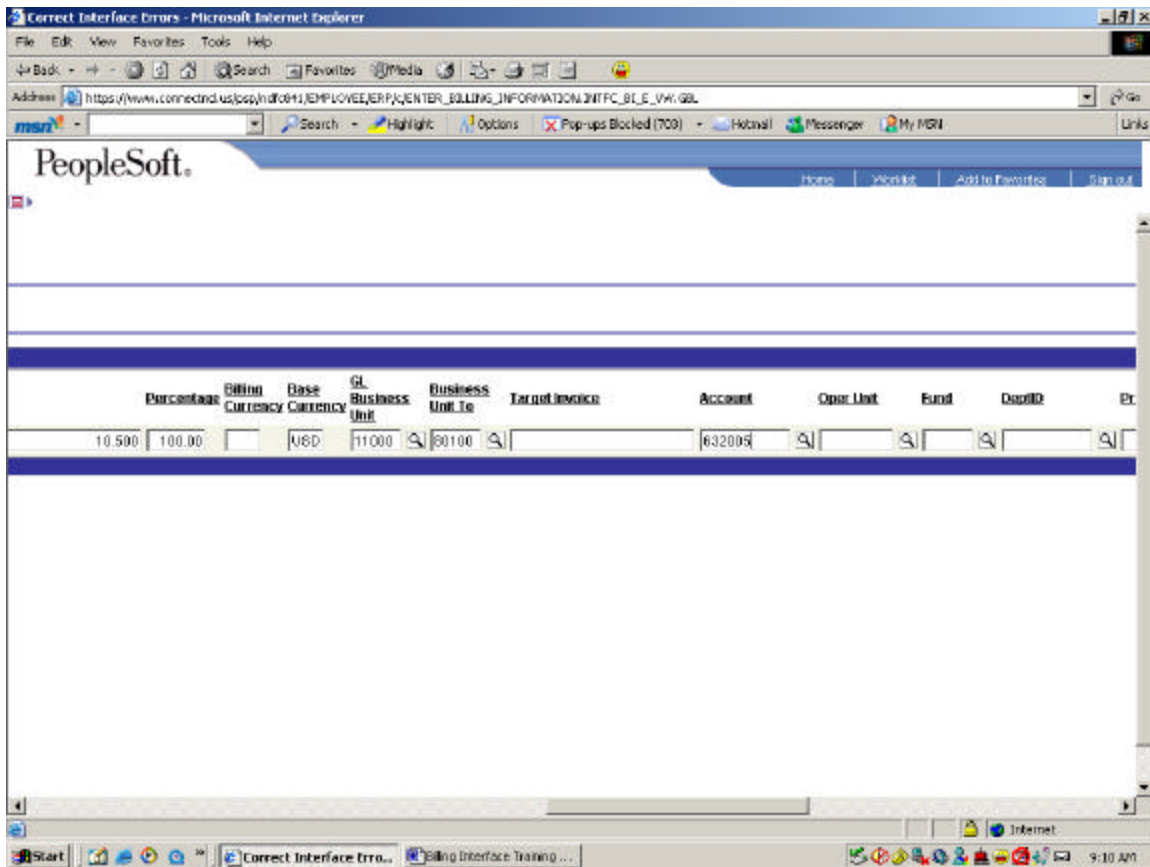
- Click ![Save] at the bottom of the page when complete.

- Do this for each interface Line Number for the Interface ID that you are fixing. You can use the Next in List icon ![Next in List] on the bottom of the page to view the next in list for the search criteria you defined.

- Once you have fixed each interface Line Number for the Interface ID you are fixing, reprocess the Billing Interface. Follow the setup defined above.

- Note the Process Instance for the process that you just ran.

- Click on the Process Monitor hyperlink to view the status and result of the Billing Interface Process you just ran.

- Click the Details hyperlink next to the Process Instance for the Billing Interface Process.

- Click the Message Log hyperlink to view the result for Process.

- To View and / or update New Bills created through this Billing Interface load, navigate to Billing > Maintain Bills > Standard Billing.

NOTE: Once interfaced transactions are brought into the Billing tables, you will need to follow the same delivered Billing / Accounts Receivable processing steps defined in the Billing & Accounts Receivable manual to invoice and process the bill. Please refer to those manuals for any questions.

Billing Interface Reports

Billing > Interface Transactions > Create Billing Intrfc Report

- PeopleSoft delivers a few Billing Interface Reports that you can run and review.

- As with any report run from PeopleSoft, you can retrieve the report either in the Process Monitor, or the Report Manager.

BIIFD001 Interface Detail Summary by Interface ID	Summarizes the total number of lines and total dollars by invoice, customer, and load status for both processed and unprocessed transactions.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface
BIIFD002 Interface Detail Summary by Business Unit	Summarizes the total number of lines and total dollars by invoice, customer, and load status for both processed and unprocessed transactions.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface
BIIFD003 Interface Summary by Interface ID	A summary of the Detail report. It summarizes total number of lines and total dollars by load status for both processed and unprocessed transactions.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface
BIIFD004 Interface Summary by Business Unit	A summary of the Detail report. It summarizes total number of lines and total dollars by load status for both processed and unprocessed transactions.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface
BIIFE001 Interface Error Summary by Interface ID	Lists any unprocessed interface lines that are currently in an error status. Lines are broken down by error status number.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface
BIIFE002 Interface Error Summary by Business Unit	Lists any unprocessed interface lines that are currently in an error status. Lines are broken down by error status number.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface

Interface Detail / Summary Report Fields

From Intfc ID	Represents the beginning of a range of interface identifiers you specified on the Billing Interface Report page prior to running the interface process.
To Intfc ID	Represents the end of a range of interface identifiers you specified on the Billing Interface Report page prior to running the interface process.
Load Status	The billing activity in the interface staging area has one of the following load status: *NEW.* The Billing Interface has not been run for the data. *ERR.* The Billing Interface has been run and has been encountered validation errors. *DON.* The Interface has successfully loaded the billing activity into a structured bill format and is considered complete. Items in this state are automatically moved to an archive table.

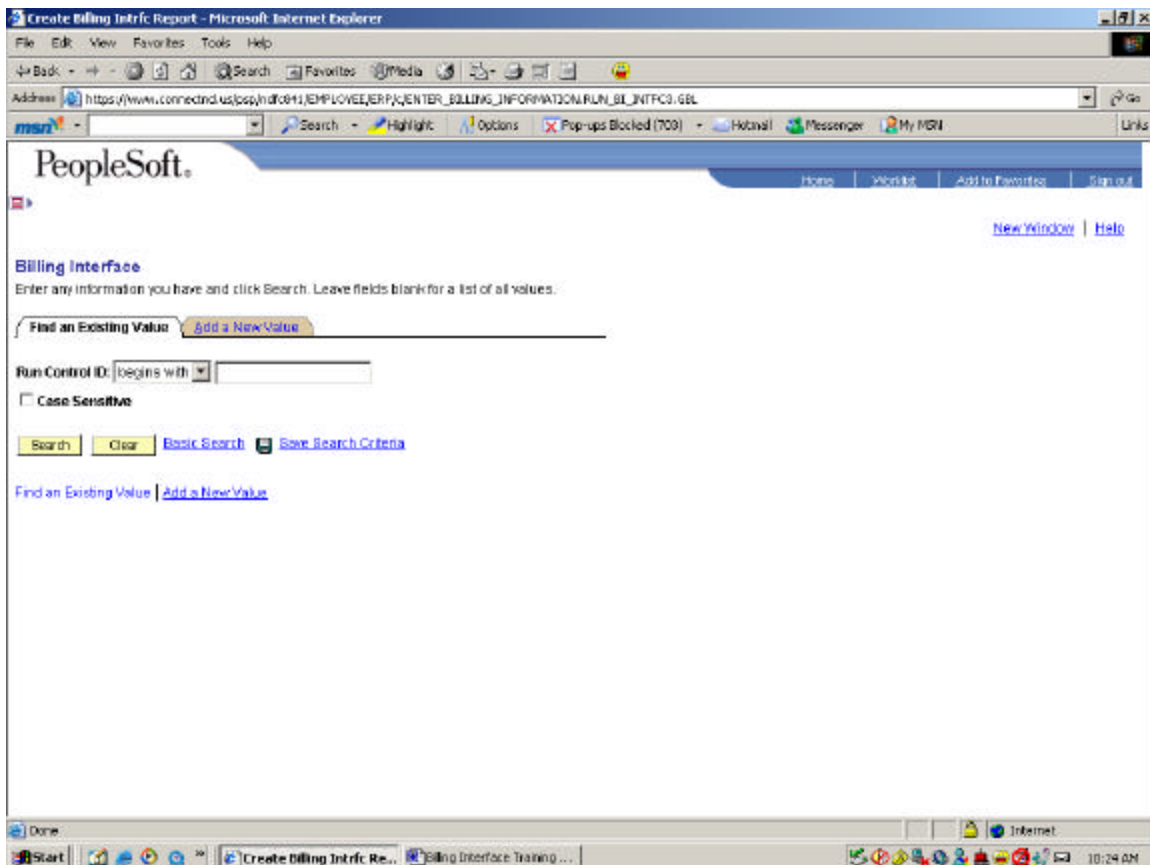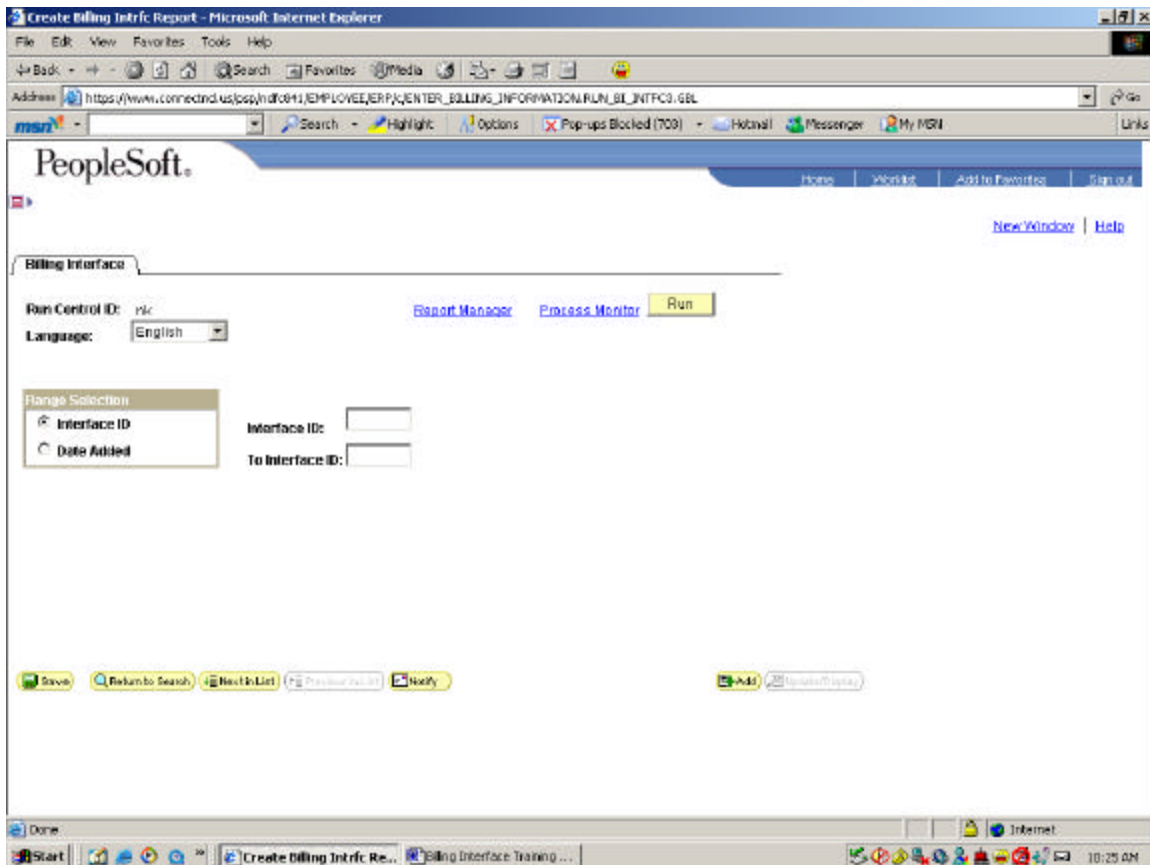|	
	UPD. The data is actively being processed by the Interface.
Trans Type	Transaction Type. The type of information contained in the bill line. The transaction type may be one of the following: *LINE.* Charge line. *AE.* Accounting entry. *NOTE.* Note. *DS.* Discount or Surcharge.
# Lines	Number of lines of each transaction type calculated for each customer for the corresponding interface ID.
Tot Gross Ext Amount	Total gross extended amount for each transaction type. This field is only applicable for the transaction type *LINE.*
Total Amount	Total amount for each transaction type, including taxes, discounts, surcharges, or other adjustments. This field is only applicable for the transaction types *AE* and *DS.*
Totals for Status	Total number of lines, gross extended amount and total amount for the corresponding load status.
Totals for Intfc ID	Total number of lines, gross extended amount and total amount for the corresponding interface ID.
Grand Totals for Currency	Total number of lines, gross extended amount and total amount for the corresponding currency code.
Total Number of Lines	Total number of lines processed for the corresponding range selection.

Interface Error Summary Report

From Intfc ID	Represents the beginning of a range of interface identifiers you specified on the Billing Interface Report page prior to running the interface process.
To Intfc ID	Represents the end of a range of interface identifiers you specified on the Billing Interface Report page prior to running the interface process.
Error Status	The Billing Interface process performs edit checks on the data presented to the interface staging area in order to verify data integrity. If the Billing Interface process finds an error, it marks all rows related to the bill line charge found to be in error with a load status of *ERR* (error), and marks the error status column with a more specific error condition. Review the Interface errors and take the appropriate action necessary to correct the error. See the Billing Interface Errors table for specific information about Billing Interface error conditions.
Intfc Line #	The rows of data related to the bill line charge found to be in error.
Trans Type	Transaction Type. The type of information contained in the bill line. The transaction type may be one of the following:

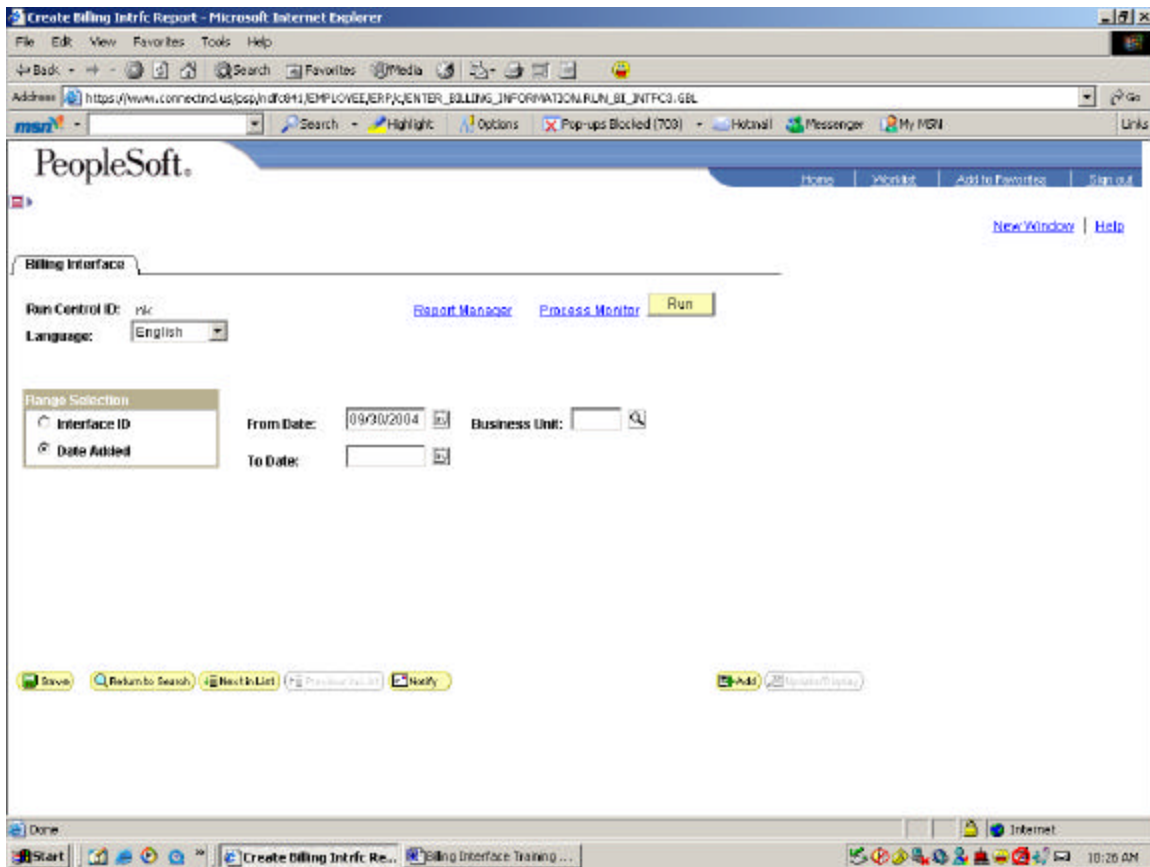|	
	LINE. Charge line.
	AE. Accounting entry.
	NOTE. Note.
	DS. Discount or Surcharge.
Trans Type Seq #	Transaction Type Sequence number. The transaction type sequence is part of the key and is used to provide uniqueness in the event that there are multiple accounting entries, notes, comments, or discounts/surcharges for a bill line.
Total Errors	The total number of errors for the corresponding interface ID.

Running the Billing Interface Reports

Billing > Interface Transactions > Create Billing Intfc Report

- Create a Run Control or use an existing Run Control.

- Click **Search** to see the list of valid run controls that you have established.

- Click on the 'Add a New Value' tab to add a new run control.

- Range Selection:
  - Interface ID Range
  - Date Added and Business Unit

- Populate the appropriate selection criteria range.
  - Use an appropriate date range and Business Unit.
  - If desired, you can use Interface ID: 00000001 / 99999999 to view everything processed for ALL Business Units.

- Click **Run**.

- Server: PSNT

- Select the appropriate report you want to run. You can run all at the same time if you wish.

- Click [OK].

- Please note the different process instances, these instances are tied to each individual report that you select and ran on the Process List page.

- You can retrieve your reports either through the Process Monitor or Report Manager.

- Accessed through the Report Manager.

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- Click on the Report name hyperlink to view the report.

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- Click on the Report hyperlink.

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